

Category	No	Level 2	Level 1	Entry 3	Entry 2	Entry 1
Use ICT systems	U1.01	Use correct procedures to start and shut down an ICT system	Use correct procedures to start and shut down an ICT system	Use correct procedures to start and shut down an ICT system	Use computer hardware	
	U1.02	Select and use a communication service to access the internet	Use a communication service to access the internet	Use input and output devices		
	U1.03	Select and use software applications to meet needs and solve problems	Select and use software applications to meet needs and solve given problems	Select and use software applications to meet needs and solve problems	Use software applications for a purpose	Use ICT for a given purpose
	U1.04	Select and use interface features and system facilities effectively to meet needs	Recognise and use interface features effectively to meet needs	Recognise and use interface features	Recognise and use interface features	Recognise and use interface features
	U1.05	Select and adjust system settings as appropriate to individual needs	Adjust system settings as appropriate to individual needs	Understand that settings can be adjusted according to individual needs		
	U2.01	Use ICT to effectively plan work and review the effectiveness of ICT tools to meet needs in order to inform future judgments	Use ICT to plan and organise work	Work with files to enable storage and retrieval of information		
	U3.01	Manage files and folder structures to enable efficient information retrieval	Work with files and folders to organise, store and retrieve information	Insert and remove media		
	U3.02	Insert, remove, label and store media safely	Insert, remove, label and store media safely			
	U4.01	Minimise physical stress	Minimise physical stress	Minimise physical stress	Minimise physical stress	Minimise physical stress
	U4.02	Keep information secure	Keep information secure	Keep information secure	Keep access information secure	Keep access information secure
	U4.03	Understand the danger of computer viruses, and how to minimise risk	Understand the danger of computer viruses, and how to minimise risk			
	U4.04	Understand the need to stay safe and to respect others when using ICT-based communication	Understand the need to stay safe and to respect others when using ICT-based communication	Understand the need to stay safe and to respect others when using ICT-based communication	Understand the need to stay safe	
	U5.01	Identify ICT problems and take appropriate action				

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Photo Movie / Story boards



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Find and select information	<del>F1.01</del> 1.1a	Select and use appropriate sources of ICT-based and other forms of information which match requirements	Select and use appropriate sources of ICT-based and other forms of information	Select and use appropriate sources of ICT-based and other forms of information	Recognise and use appropriate sources of ICT-based and other forms of information	Recognise sources of information
	F1.02 1.2e	Recognise copyright and other constraints on the use of information	Recognise copyright constraints on the use of information			
	F2.01 1.2a	Access, navigate and search internet sources of information purposefully and effectively	Access, navigate and search internet sources of information purposefully and effectively	Use internet sources of information	Find information from ICT-based sources using appropriate facilities	Find appropriate information from an ICT- based source
	F2.02 1.2b a	Use appropriate search techniques and design queries to locate and select relevant information	Use appropriate search techniques to locate and select relevant information	Use appropriate search techniques to find required information		
	F2.03	Use discrimination in selecting information that matches requirements from a variety of sources and evaluate fitness for purpose	Use information from a variety of sources and evaluate its match to requirements and fitness for purpose	Select and use information that matches given requirements		



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Develop, present and communicate information	D1.01	Enter, organise, develop, refine and format information, applying editing techniques to meet needs	Enter, organise, develop, refine and format information, applying editing techniques to meet needs	Enter and edit information to achieve the required outcome	Enter information and edit it as necessary	Enter and edit information
	D1.02	Use appropriate page layout	Use appropriate page layout			
	D1.03	Enter and format text to maximise clarity and enhance presentation	Format text to maximise clarity and enhance presentation	Enter and format text to enhance its effect		
	D1.04	Create and format tables to maximise clarity and enhance presentation				
	D1.05	Obtain, insert, size, crop and position images that are fit for purpose	Obtain, insert, size, crop and position images that are fit for purpose	Insert and position images or other digital content to achieve a purpose		
	D1.06	Enter, develop and organise numerical information that is fit for purpose	Enter, develop and organise numerical information that is fit for purpose	Enter and process numbers to meet needs		
	D1.07	Format numerical information appropriately	Format numerical information appropriately			
	D1.08	Create and develop charts and graphs to suit the numerical information, using suitable labels	Create and develop charts and graphs to suit requirements, using suitable labels			
	D1.09	Enter, organise, select and edit records using field names and headings, data types and unique record identifier when appropriate	Enter, organise and sort structured information in ascending or descending order			
	D1.10	Sort records on one or more fields in ascending or descending order				
	D2.01	Bring together and organise components of images and text	Organise information of different forms or from different sources to achieve a purpose	Organise information of different forms to achieve a purpose		
	D2.02	Organise information of different forms or from different sources to achieve a purpose				



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Develop, present and communicate information	D3.01	Work accurately and proofread, using software facilities where appropriate	Work accurately and proofread, using software facilities where appropriate for the task	Check meaning, accuracy and suitability	Check accuracy and correct errors	Identify and correct simple errors
	D3.02	Produce information that is fit for purpose and audience using accepted layouts and conventions as appropriate	Produce information that is fit for purpose and audience using accepted layouts as appropriate	Present information that is fit for purpose	Present information that is fit for purpose	Submit information correctly
	D4.01	Evaluate the effectiveness of ICT tools to meet needs	Evaluate the effectiveness of ICT tools to meet presentation needs			
	D4.02	Review and modify work as it progresses to ensure the result is fit for purpose and audience, and to inform future judgments	Review and modify work as it progresses to ensure the result is fit for purpose and audience			
	D5.01	Create, access, read and respond appropriately to email and other ICT-based communication, including attachments, and adapt style to suit audience	Create, access, read and respond appropriately to email and other ICT-based communication, including attachments, and adapt style to suit audience	Create, access and respond appropriately to ICT-based communication	Use ICT to send and receive information	Receive ICT-based communication
	D5.02	Manage efficient storage of ICT-based communications, attachments and contact addresses	Use a contacts list			